Dear Parents/Guardians,

The North Carolina State Board of Education approved Credit by Demonstrated Mastery (CDM) BOE Policy GCS-M-001.13 in December 2012. The policy states that “Credit by Demonstrated Mastery is the process by which LEAs shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time.” Credit by Demonstrated Mastery offers North Carolina students the opportunity to personalize and accelerate their learning by earning course credit through a demonstration of mastery of course material without completing seat time in a course. Students must demonstrate mastery through a two-phase process that includes an assessment and an artifact. Students who select to pursue CDM receive a pass/fail grade. The CDM process does not affect grade point average (GPA) in any way.

Beginning in the spring of 2015, to inform student placement for the 2015-16 school year, CDM shall be available for all NC students in grades 9-12 for high school courses and in grades 6-8 for high school courses offered in middle school (Math I, Spanish I). The policy states that the only courses not eligible for CDM are Health/PE courses, Career and Technical Education (CTE) clinical setting courses, and AP Courses. Students and parents interested in CDM must complete an application to begin the two phase CDM process.

**Phase I**: Students will take the End of Course Exam (EOC), North Carolina Final Exam (NCFE), CTE exam, or teacher-made exam for the subject they select. Students will take Phase I assessments on February 18-19, 2015 at a site to be determined. Students must score a Level V on an EOC, a minimum of 93 on the CTE exam, and a score of 94 or higher on a non-EOC exam. Students meeting these criteria will continue into Phase II.

**Phase II**: Students will create an artifact that reflects deep understanding of the content standards, including the ability to apply the skills and knowledge expected at the end of the course. This may require a presentation, project, interview, portfolio, etc. The CDM committee will then make a recommendation if the student earns credit.

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| **Spring 2015 CDM Window** |
| * **January 21, 2015:** Parents and students informed of the CDM timeline * **February 4, 2015:** Student applications are due to counselors. * **February 18-19, 2015**: Students take Phase I assessments. (EOCs, NCFEs, CTE post-assessments, or teacher-made assessments) Students will report to one designated location for testing (location TBD). * **March 6, 2015:** Parents and students will be notified of Phase I results (English II results will not be available by March 6. Students who achieve a Level V on the CDM assessment will receive an alternative timeline after scores are returned.) Schedule Phase 2 artifact work for students who achieve the required standard on Phase I assessment. * **April 3, 2015**: Phase 2 artifacts due. * **April 6-10, 2015**: Conduct school-level artifact review (Student Review Panel). * **April 13, 2015**: Provide results to students/families, provide an appeals process, share results, amend fall semester schedules. |

If you wish to apply for Credit by Demonstrated Mastery, please complete the enclosed application, and visit [**bit.ly/nccscdm**](file:///C:\Users\NCCS-Staff\Desktop\2013-14\Formal%20Letters\bit.ly\nccscdm) to download necessary documents and learn more about the process. **All applications must be received by your guidance counselor prior to February 4, 2015**.

If you have questions, please do not hesitate to contact your school counselor or me.

Respectfully,

Heather P. Mullins

Chief Academic Officer